

WEEKLY JANITORIAL SERVICES BUILDING 661

Monday Morning:

Clean restrooms
Vacuum COC
Empty trash COC and restrooms
Sweep and wet mop mail room, 1st floor

Monday Night:

Sweep and wet mop all interior non-carpeted floors and stairwells
Sweep all exterior entrances (ramps, landings, stairs to the bottom step - no sidewalks included)
Sweep exterior gazebos
Vacuum all carpet
Empty outside trash receptacles, inside break area, restroom and COC area of 1st floor
receptacles and replace liners
Empty and wipe clean outside butt receptacles
Clean restrooms
Clean glass at 2 main entrance areas (does not include small squares at top)
Clean sinks and counter tops in break areas

Tuesday Night:

Sweep and wet mop all interior non-carpeted floors and stairwells
Vacuum center lobby areas on each floor, elevators and COC area of 1st floor
Empty all interior and exterior trash receptacles and replace liners
Clean restrooms
Clean glass at 2 main entrance areas (does not include small squares at top)
Clean sinks and counter tops in break areas

Wednesday Morning: 0800-1000 hours Recycle Pick-up

Red bins should be moved from your cubicle or office area at 0800 hours and placed in the corridor closes to you. Place only paper (bond, news, magazines, etc.) in red bins. Cardboard should not be placed in red recycling bins. Cardboard is to be collapsed and place in marked container between B-661 and B-662. DSC staff is responsible for disposal of cardboard boxes.

Wednesday Night: Sweep and wet mop all interior non-carpeted floors and stairwells

Sweep all exterior entrances (ramps, landings, stairs to the bottom step - no sidewalks included)
Sweep exterior gazebos
Vacuum center lobby areas on each floor, elevators and COC area of 1st floor
Low Dust all unencumbered vertical surfaces, high dust 1st Wed of month
Empty outside trash receptacles and inside break area, restroom and COC area of 1st floor
receptacles and replace liners
Empty and wipe clean outside butt receptacles
Clean restrooms
Clean glass at 2 main entrance areas (does not include small squares at top)
Clean sinks and counter tops in break areas

Thursday Night:

Sweep and wet mop all interior non-carpeted floors and stairwells
Vacuum all carpet
Empty outside trash receptacles and inside break area, restroom and COC area of 1st floor
receptacles and replace liners
Clean restrooms
Clean glass at 2 main entrance areas (does not include small squares at top)
Clean sinks and counter tops in break areas

Friday Night:

Sweep and wet mop all interior non-carpeted floors and stairwells
Sweep all exterior entrances (ramps, landings, stairs to the bottom step - no sidewalks included)
Sweep exterior gazebos
Vacuum center lobby areas on each floor, elevators and COC area of 1st floor
Empty all interior and exterior trash receptacles and replace liners
Empty and wipe clean outside butt receptacles
Clean restrooms
Clean glass at 2 main entrance areas (does not include small squares at top)
Clean sinks and counter tops in break areas

Carpet Cleaning: Email Notification

Monthly: Spot cleaning is scheduled one Saturday of each month. Spot cleaning consists of 100% shampooing of 1st, 2nd, and 3rd floor foyers, main corridors, and any areas reported to the facility manager.

Semi-Annual: All carpeted areas are shampooed twice a year and are usually scheduled from Friday, 1700 hours through Sunday 1400 hours.

Windows:

Semi-Annual: All exterior window surfaces cleaned.

Annually: All interior and exterior surfaces cleaned.

Blinds: Cleaned Annually